



ADOPTED

BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

#22 FEBRUARY 7, 2012

Sachi A. Hamai
SACHI A. HAMAI
EXECUTIVE OFFICER

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Board of Supervisors

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*To ensure access to high-quality,
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County residents through direct
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through collaboration with
community and university
partners*



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February 07, 2012

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

**APPROVAL OF AMENDMENTS FOR HOUSEKEEPING SERVICES
(SUPERVISORIAL DISTRICTS 3, 4, AND 5)
(3 VOTES)**

SUBJECT

Request approval of amendments to extend the term of existing Proposition A Agreements with Servicon Systems, Inc. for the continued provision of housekeeping services at various Department of Health Services and Department of Public Health facilities.

IT IS RECOMMENDED THAT YOUR BOARD:

1. Approve and instruct the Chairman of the Board, to sign the attached Amendment No. 10 to Agreement No. 75053 with Servicon Systems, Inc. (Servicon), effective upon Board approval, to extend the term of the Agreement for the period of March 1, 2012 through August 31, 2012, for the continued provision of housekeeping services at the Department of Health Services' (DHS) Olive View-UCLA Medical Center (OV-UCLA MC), Mid-Valley Comprehensive Health Center, and San Fernando Health Center, at a base cost of \$2,869,758.72 plus \$103,625.40 for unscheduled work due to emergencies or other unforeseen events; and the Department of Public Health's (DPH) Burbank, Glendale, North Hollywood, and Pacoima Health Centers, at a base cost of \$74,227.26 plus \$3,175.62 for unscheduled work due to emergencies or other unforeseen events; for a total maximum cost of \$3,050,787.00 for the six-month extension (Attachment A).

2. Approve and instruct the Chairman of the Board, to sign the attached Amendment No. 11 to Agreement No. 75055 with Servicon, effective upon Board approval, to extend the term of the Agreement for the period of March 1, 2012 through August 31, 2012, for the continued provision of housekeeping services at Harbor-UCLA Medical Center (H-UCLA MC), Long Beach Comprehensive Health Center and Lomita Family Health Center at a base cost of \$3,044,606.22 plus \$115,309.80 for unscheduled work due to emergencies or other unforeseen events, for a total maximum cost of \$3,159,916.02 for the six-month extension (Attachment A).

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Approval of the first two recommendations will allow for the continued provision of housekeeping services at DHS and DPH facilities. The current Agreements expire February 29, 2012 and additional time is needed to complete the Request for Proposal (RFP) process.

DHS conducted a competitive solicitation that included the DHS and DPH facilities in Groups 1 and 3 but was unable to recommend successor Agreements to your Board due to a protest from one of the RFP respondents. The department completed the protest review and determined in concert with County Counsel that more information concerning staffing needs to be solicited from each proposer and proposals re-calculated in light of that information. Therefore, DHS will issue an addendum to the RFP setting out new, more specific staffing requirements and inviting revised responses to address staffing as well as any price adjustments required as a result.

Servicon was previously exempt from the Living Wage provisions of the Agreement because they had an approved Collective Bargaining Agreement (CBA) exemption. Servicon has notified us that they no longer qualify for a Living Wage CBA exemption effective March 1, 2012. Therefore, the proposed contract rates are increased to reflect its compliance with Living Wage.

Implementation of Strategic Plan Goals

The recommended actions support Goal 4, Health and Mental Health, of the County's Strategic Plan.

FISCAL IMPACT/FINANCING

The total cost for March 1, 2012 through August 31, 2012 is \$6,210,703.02. Of this amount, \$5,914,364.94 relates to the contract base amount for DHS facilities and \$74,227.26 relates to DPH facilities, with an additional \$218,935.20 and \$3,175.62 for DHS and DPH, respectively, for unscheduled work due to emergencies or other unforeseen events (Attachment A). Of the \$5,988,592.20 contract base amount for DHS facilities and DPH facilities, the Living Wage increase accounts for \$1,063,092.66, which represents a 22 percent (22%) increase from the previous contract base amount.

Funding for the Contract base amount is included in the Fiscal Year (FY) 2011-12 Final Budget for each Department and will be requested in future fiscal years. Unscheduled Work will only be requested up to the available funding within each Facility's budget.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The Auditor-Controller is required to review the cost analysis for any amendments to Proposition A contracts, where the amendment amount is ten percent or more of the annual contract amount and is \$500,000 or more. The Amendments met this requirement therefore the cost analysis was reviewed by the Auditor-Controller (Auditor) and Attachment B provides the cost analysis. DHS and the Auditor have determined that the Agreements continue to be cost effective and operationally feasible.

The Agreements may be terminated for convenience by the County in its sole discretion, with no less than ten (10) days' written notice.

County Counsel has reviewed and approved the recommended Amendments, set forth in Exhibits I and II, as to form.

CONTRACTING PROCESS

Not applicable.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Approval of the recommendations will ensure the continued provision of housekeeping services at DHS and DPH facilities.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Mitchell Katz".

Mitchell H. Katz, M.D.

Director

MHK:tvf

Enclosures

c: Chief Executive Office
County Counsel
Executive Office, Board of Supervisors
Department of Public Health

DHS AND DPH HOUSEKEEPING SERVICES EXTENSION
 COSTS FOR AGREEMENTS 75053 (GROUP 1) AND 75055 (GROUP 3)
 BUDGET SUMMARY
 INCLUDES NEW LIVING WAGE RATE INCREASE AND STAFF

Month-to-Month Extension (6 Months)

Agreement 75053 - Group 1 Facilities: DHS's Olive View-UCLA MC, Mid-Valley CHC, San Fernando HC, and DPH's Burbank HC, Glendale HC, N. Hollywood HC, and Pacoima HC												
Agreement 75055 - Group 3 Facilities: Harbor-UCLA MC, Long Beach CHC, and Lomita Family HC												
	DHS 6-Month Total Base Cost			DHS 5% Unscheduled Work for 6 months	DPH 6-Month Total Base Cost			DPH 5% Unscheduled Work for 6 Months	DHS and DPH 6-Month Total Base Costs		DHS and DPH 5% Unscheduled Work Totals for 6 Months	Total Maximum Cost
	Original Base Amount W/O Living Wage Increase	Increase for Compliance With Living Wage*	DHS 6 Month Total Cost		Original Base Amount W/O Living Wage Increase	Increase for Compliance With Living Wage*	DPH 6 Month Total Cost		Original Base Amount W/O Living Wage Increase	Increase for Compliance With Living Wage*		
Agreement #75053	\$ 2,341,261.50	\$ 528,497.22	\$ 2,869,758.72	\$ 103,625.40	\$ 65,091.48	\$ 9,135.78	\$ 74,227.26	\$ 3,175.62	\$ 2,406,352.98	\$ 537,633.00	\$ 106,801.02	\$ 3,050,787.00
Agreement #75055	2,519,146.56	525,459.66	3,044,606.22	115,309.80	-	-	-	-	2,519,146.56	525,459.66	115,309.80	3,159,916.02
Total	\$ 4,860,408.06	\$ 1,053,956.88	\$ 5,914,364.94	\$ 218,935.20	\$ 65,091.48	\$ 9,135.78	\$ 74,227.26	\$ 3,175.62	\$ 4,925,499.54	\$ 1,063,092.66	\$ 222,110.82	\$ 6,210,703.02

Total 6-Month Cost for for 75053- Group 1 and 75055 - Group 3, Including 5% Unscheduled Work	\$ 6,210,703.02
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Percentage of Living Wage Increase for the 6 Month Period	22%
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Department of Health Services
 Prop A - Housekeeping Services
 Cost Analysis Summary For Agreements #75053 AND #75055
 March 1, 2012 through August 31, 2012

Agreement #75053				
Facilities: Olive View-UCLA MC, Mid-Valley HC, Burbank HC, Glendale HC, N. Hollywood HC, Pacoima HC, and San Fernando HC				
	Total Estimated Avoidable Costs	Total Contract Price (not including cost of Unscheduled Work Fund)	Estimated Savings From Contracting	Percentage of Savings
Total	\$3,545,178.84	\$2,943,985.98	\$601,192.86	17%

Agreement #75055				
Facilities: Harbor-UCLA MC, Long Beach CHC, and Lomita Family HC				
	Total Estimated Avoidable Costs	Total Contract Price (not including cost of Unscheduled Work Fund)	Estimated Savings From Contracting	Percentage of Savings
Total	\$3,460,841.92	\$3,044,606.22	\$416,235.70	12%

Totals For All Facilities	\$7,006,020.76	\$5,988,592.20	\$1,017,428.56	
			Total Average Percentage of Savings for all Facilities	15%

**COUNTY OF LOS ANGELES – DEPARTMENT OF HEALTH SERVICES
HOUSEKEEPING SERVICES AGREEMENT**

Amendment No. 10

This Amendment is made and entered into this 7th day of February 2012 by and between the COUNTY OF LOS ANGELES (hereafter "County"), and SERVICON SYSTEMS, INC. (hereafter "Contractor").

WHEREAS, on August 10, 2004, the County of Los Angeles and Pedus Service, entered into Agreement No. 75053 to provide Housekeeping Services at Olive View-UCLA Medical Center, Mid-Valley Comprehensive Health Center, and Burbank, Glendale, North Hollywood, Pacoima, and San Fernando Health Centers; and

WHEREAS, on November 21, 2006, the County of Los Angeles approved Amendment No. 1 to assign the rights of the Agreement with Pedus Service to Servicon Systems, Inc.; and

WHEREAS, on August 25, 2009, the Director exercised delegated authority as provided in Paragraph 8.4, CHANGE NOTICES AND AMENDMENTS, to approve Amendment No. 2 to extend the term of Agreement No. 75053 on a month-to-month basis for six (6) months; and

WHEREAS, on February 16, 2010, the County of Los Angeles approved Amendment No. 3 to extend the term of Agreement No. 75053 for six (6) months; and Authorize the Interim Director of Health Services, or his designee, to extend all four Agreements on a month-to-month basis for up to three months; and

WHEREAS, on September 1, 2010, the Director exercised delegated authority as provided in Paragraph 8.4, CHANGE NOTICES AND AMENDMENTS, to approve Amendment No. 4 to extend the term of Agreement No. 75053 for three (3) months; and

WHEREAS, on November 9, 2010, the County of Los Angeles approved Amendment No. 5 to extend the term of Agreement No. 75053 for three (3) months; and Authorize the Interim Director of Health Services, or his designee, to extend all four Agreements on a month-to-month basis for up to three months; and

WHEREAS, on March 1, 2011, the Director exercised delegated authority as provided in Paragraph 8.4, CHANGE NOTICES AND AMENDMENTS, to approve Amendment No. 6 to extend the term of Agreement No. 75053 for three (3) months; and

WHEREAS, on May 24, 2011, the County of Los Angeles approved Amendment No. 7 to extend the term of Agreement No. 75053 for three (3) months; and Authorize the Director of Health Services, or his designee, to extend this Agreement on a month-to-month basis for up to three months; and

WHEREAS, on September 1, 2011, the Director exercised delegated authority as provided in Paragraph 8.4, CHANGE NOTICES AND AMENDMENTS, to approve Amendment No. 8 to extend the term of Agreement No. 75053 for three (3) months; and

WHEREAS, on November 15, 2011, the County of Los Angeles approved Amendment No. 9 to extend the term of Agreement No. 75053 for three (3) months; and

WHEREAS, Agreement provides that changes in accordance to Paragraph 8.4, CHANGE NOTICES AND AMENDMENTS may be made in the form of an Amendment which is formally approved and executed by the parties.

NOW, THEREFORE, the parties agree as follows:

1. This Amendment shall become effective upon approval by the Board of Supervisors.

2. This Agreement is hereby amended to add Subparagraph 4.9 in Paragraph 4.0, Term of Contract as follows:

“4.9 The term of this Contract is extended for an additional six (6) months for the period from March 1, 2012 to August 31, 2012, unless sooner terminated or extended, in whole or in part, as provided in this Contract.

3. This Agreement is hereby amended to add Subparagraphs 5.1.8 in Paragraph 5.0, Contract Sum, as follows:

“5.1.8 For the six (6) month period from March 1, 2012, through August 31, 2012, the Monthly Contract Sum shall not exceed \$490,664.33 as shown in the Exhibit Budget Summary and Exhibits B1a, B-2a, B-3a, B-4a, B-5b, B-6a, B-7a. The 5% monthly Unscheduled Work Fund for each corresponding month shall be an additional \$17,800.17, for a total Maximum Monthly Contract Sum of \$508,464.50.

4. The Agreement is hereby amended to delete Paragraph 5.7, Unscheduled Work Fund in its entirety and replace it as follows:

“In addition to the Monthly Contract Sum set forth above, there shall be a monthly unscheduled work fund of up to 5% of the original Contract amount at time of Board approval, equaling \$17,800.17 per month for emergency or expanded coverage. Use of the unscheduled work funds shall be for Unscheduled Work as follows:

5.7.1 Emergency is defined as a situation where in an immediate or quick response is necessary to prevent or lessen injury to

persons or property, e.g., earthquake, broken pipes, and time are critical factors.

5.7.2 Expanded is defined as an unforeseen increase in the need for services, which does not substantially change the amount of scope of coverage, e.g., lengthening of office hours, set forth herein.

5.7.3 In both cases, use of the unscheduled work funds must be authorized in writing by County's Project Director, upon prior approval as required in Sub-paragraph 3.8 – Unscheduled Work. In no event shall any annual total expenditure exceed the Contract Sum plus the Unscheduled Work Fund without prior express approval of County's Board of Supervisors.

5.7.4 The Contractor shall invoice the County for the amounts agreed to between County and Contractor for the Unscheduled Work at the straight time or overtime rate, as applicable. The County must approve the services delivered by the Contractor. If the County does not approve in writing, no payment shall be due to the Contractor.”

5. This Agreement is hereby amended to delete Exhibit Budget Summary in its entirety and replace it with Exhibit Budget Summary dated 1-6-12.
6. This Agreement is hereby amended to delete Exhibits B-1a, B-2a, B-3a, B-4a, B-5b, B-6a, B-7a, Budget Sheets for Housekeeping Services in its entirety and replace it with Exhibit B-1a, B-2a, B-3a, B-4a, B-5b, B-6a, B-7a, Budget Sheets for Housekeeping Services dated 1-6-12.
7. Exhibit Budget Summary and Exhibits B-1a, B-2a, B-3a, B-4a, B-5b, B-6a, B-7a is attached hereto and incorporated herein by reference.
8. Except for the changes set forth hereinabove, Agreement shall not be changed in any respect by this Amendment.

IN WITNESS WHEREOF, the Board of Supervisors of the County of Los Angeles has caused this Amendment to be executed by its Chairman and Contractor has caused this Amendment to be executed in its behalf by its duly authorized officer, the day, month, and year first above written.

I hereby certify that pursuant to Section 25103 of the Government Code, delivery of this document has been made.

SACHI A. HAMAI
Executive Officer
Clerk of the Board of Supervisors

By Benjamin Zarale
Deputy



ATTEST:
SACHI A. HAMAI
Executive Officer of the
Board of Supervisors of
The County of Los Angeles

ATTEST: SACHI A. HAMAI
EXECUTIVE OFFICER
CLERK OF THE BOARD OF SUPERVISORS

By Benjamin Zarale, Deputy

APPROVED AS TO FORM:

Andrea Sheridan Ordin
County Counsel

By Sharon Reichman
SHARON REICHMAN
Principal Deputy County Counsel

Agreement No. 75053 - Amendment No. 10
1-10-2012

COUNTY OF LOS ANGELES

By: [Signature]
Chairman, Board of Supervisors

CONTRACTOR

SERVICON SYSTEMS, INC.

By: [Signature]
Signature
RICHARD MAHDESIAN
Printed Name
1-20-12
Title

ADOPTED
BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

22 FEB 7 2012

[Signature]
SACHI A. HAMAI
EXECUTIVE OFFICER

75053 Supplement No. 5

HOUSEKEEPING SERVICES EXTENSION FOR AGREEMENT #75053
SIX MONTHS (MARCH 1, 2012 - AUGUST 31, 2012)
BDGT SUMM DETAIL BY FACILITY
INCLUDES NEW LIVING WAGE RATE INCREASE

75053 - GROUP 1

	Olive View- UCLA MC	Mid-Valley CHC	San Fernando HC	DHS Subtotals	Burbank HC	Glendale HC	North Hollywood HC	Pacoima HC	DPH Subtotals	Totals
Monthly Base Amount by Facility	\$457,680.18	\$16,495.80	\$4,117.14	\$478,293.12	\$2,084.28	\$4,117.14	\$2,060.97	\$4,108.82	\$12,371.21	\$490,664.33
Monthly Base 5% Unscheduled Work by Facility	\$16,395.86	\$699.50	\$175.54	\$17,270.90	\$89.23	\$175.54	\$88.96	\$175.54	\$529.27	\$17,800.17
								Total Cost for 1 Month Plus 5% Unscheduled Work		\$508,464.50
								Total Cost for 6 Months		\$2,943,985.98
								Total Cost for 6 Months of 5% Unscheduled Work		\$106,801.02
								Total Cost for 6 Months Plus 5% Unscheduled Work		\$3,050,787.00

REQUIRED FORMS - ATTACHMENT Q
BUDGET SHEET FOR HOUSEKEEPING SERVICES

EXHIBIT B-1a

OLIVE VIEW MEDICAL CENTER

EXTENSION WITH NEW LIVING WAGE RATE INCREASE

Revised Date

1/6/2012

DIRECT COST (List each staff classification)

Payroll:	FTE	Hourly Rate (avg)	Contractor's Monthly Labor Hours (per FTE)	Monthly Total (\$)
Director and Associate	2.00	\$25.63	348.00	\$ 8,919.24
Supervisors	8.00	\$15.38	1392.00	\$ 21,408.96
Admin Asst.	1.00	\$10.25	174.00	\$ 1,783.50
Housekeepers AM	50.00	\$11.89	8700.00	\$ 103,443.00
Housekeepers PM	34.00	\$12.49	5916.00	\$ 73,890.84
Housekeeper GY	22.00	\$12.89	3828.00	\$ 49,342.92
New ER Additional Staff	8.00	\$12.46	1392.00	\$ 17,344.32
New ER Addtl. Staff Terminal Clening	3.00	\$12.46	520.00	\$ 6,479.20
New Accute Care	3.00	\$12.46	520.00	\$ 6,479.20
				\$ -
	131.00		Total Salaries and Wages	\$ 289,091.18

***FTE = Full Time Equivalent Positions**

Employee Benefits	No. of Employees	Monthly Cost per FTE (avg)	Monthly Total (\$)
Medical/Dental/Life Insurance	11.00	\$ 177.01	\$ 1,947.11
Holiday Reserve	2.75%	\$ 7,950.01	\$ 7,950.01
Vacation and Sick Leave	13.24%	\$ 38,262.40	\$ 38,262.40
		Total Benefits	\$ 48,159.52

Payroll Taxes (List all appropriate, e.g., FICA, SUI, Worker's Compensation, etc.)			Monthly Total (\$)
FICA & MDCR	7.65%		\$ 25,782.82
FUTA	1.00%		\$ 3,372.51
SUI	1.35%		\$ 4,552.88
CGL	2.00%		\$ 6,745.01
Worker's Comp	12.18%		\$ 41,071.32
Total Payroll Taxes			\$ 81,524.54

Supplies & Services		Monthly Total (\$)
Uniforms	\$	1,375.00
Paper Supplies	\$	-
Trash Liners/Plastic	\$	-
Hand Soap/Foam	\$	-
Hand Sanitizer	\$	-
Walk Off Mats	\$	-
Vehicle/Allowance	\$	-
Gas/Oil	\$	-
Capital Eqpt. Depreciation	\$	-
Equip Repair	\$	150.00
Small Tools/Eqpt.	\$	-
Monthly Supplies	\$	6,983.27
Trash Removal	\$	3,023.75
Pest Control	\$	492.00
Parking Lot Sweeping	\$	492.00
Window Cleaning	\$	307.50
	\$	-
Total Supplies & Services	\$	12,823.52
TOTAL DIRECT COSTS	\$	431,598.76

INDIRECT COST (List all appropriate)

General Accounting/Bookkeeping		
Management Overhead (Specify)		
Other (Specify):	\$ 175.00	
	TOTAL INDIRECT COSTS	\$ 175.00

TOTAL DIRECT AND INDIRECT COST		\$ 431,773.76
PROFIT (Please enter percentage:)	6.00%	\$ 25,906.43
TOTAL MONTHLY COSTS		\$ 457,680.18

NOTE: The Total Monthly Unscheduled Work Fund (Sub-paragraph 5.7 in Agreement) Cost is \$16,395.86, for emergency or expanded services only, which is over and above the Total Monthly Costs of \$457,680.18.

BUDGET SHEET FOR HOUSEKEEPING SERVICES**AT: Mid Valley Health Center****EXTENSION WITH NEW LIVING WAGE RATE INCREASE****DIRECT COST (List each staff classification)****Revised Date
1/6/2012**

Payroll:	FTE*	Hourly Rate (avg)	Monthly Salary
0	0.00	\$ -	\$ -
Mid Valley Health Center	4.00	\$ 12.09	\$ 8,414.64
		\$ -	\$ -

Total Salaries and Wages \$ 8,414.64***FTE = Full Time Equivalent Positions**

Employee Benefits	No. of Employees	Monthly Cost per FTE (avg)
Medical Insurance	4.00	\$ -
Holiday Reserve	4.00	\$ 65.08
Vacation & Sick Leave	4.00	\$ 120.56

Total Benefits \$ 742.56**Payroll Taxes (List all appropriate, e.g., FICA, SUI, Worker's Compensation, etc.)**

FICA & MDCR	\$ 700.53
FUTA	\$ 73.26
SUI	\$ 274.72
CGL	\$ 183.14
Worker's Comp	\$ 1,332.36

Total Payroll Taxes \$ 2,564.01**Supplies & Services**

Uniforms	\$ 61.50
Paper Supplies	\$ 896.88
Trash Liners	\$ 410.00
Hand Soaps	\$ 397.19
Walk Off Mats	\$ 256.25
Vehicle/Allowance	\$ -
Gas/Oil	\$ -
Startup Equip	\$ -
Equip Repair	\$ 75.00
Equip Depreciation	
Monthly Supplies	\$ 291.38
Trash Removal	\$ 768.75
Pest Control	\$ 397.19
Mop Cleaning	\$ 102.50
Window Cleaning	\$ 256.25

Total Supplies & Services \$ 3,912.89**TOTAL DIRECT COSTS \$ 15,634.10****INDIRECT COST (List all appropriate)**General Accounting/Bookkeeping
Management Overhead (Specify)

Other (Specify): Business License \$ 75.00

TOTAL INDIRECT COSTS \$50.17**TOTAL DIRECT AND INDIRECT COST****\$ 15,684.27**

PROFIT (Please enter percentage:)

6.00%

\$ 811.53**TOTAL MONTHLY COSTS****\$ 16,495.80**

NOTE: The Total Monthly Unscheduled Work Fund (Sub-paragraph 5.7 in Agreement) Cost is \$699.50, for emergency or expanded services only, which is over and above the Total Monthly Costs of \$16,495.80.

BUDGET SHEET FOR HOUSEKEEPING SERVICES**AT: San Fernando Health Center****EXTENSION WITH NEW LIVING WAGE RATE INCREASE**Revised Date
1/6/2012**DIRECT COST** (List each staff classification)

Payroll:	FTE*	Hourly Rate (avg)	Monthly Salary
0	0.00	\$ -	\$ -
San Fernando Health Center	1.00	\$ 11.84	\$ 2,060.16
		\$ -	\$ -

Total Salaries and Wages **\$ 2,060.16*****FTE = Full Time Equivalent Positions**

Employee Benefits	No. of Employees	Monthly Cost per FTE (avg)
Medical Insurance	1.00	\$ -
Holiday Reserve	1.00	\$ 65.08
Vacation & Sick Leave	1.00	\$ 120.56

Total Benefits **\$ 185.64****Payroll Taxes** (List all appropriate, e.g., FICA, SUI, Worker's Compensation, etc.)

FICA & MDCR	\$ 171.80
FUTA	\$ 17.97
SUI	\$ 67.37
CGL	\$ 44.92
Worker's Comp	\$ 332.63

Total Payroll Taxes **\$ 634.69****Supplies & Services**

Uniforms	\$ 15.38
Paper Supplies	\$ 224.22
Trash Liners	\$ 102.50
Hand Soaps	\$ 99.30
Walk Off Mats	\$ 64.06
Vehicle/Allowance	\$ -
Gas/Oil	\$ -
Startup Equip	\$ -
Equip Repair	\$ 18.75
Equip Depreciation	
Monthly Supplies	\$ 72.85
Trash Removal	\$ 192.19
Pest Control	\$ 99.30
Mop Cleaning	\$ 25.63
Window Cleaning	\$ 76.88

Total Supplies & Services **\$ 991.06****TOTAL DIRECT COSTS** **\$ 3,871.55****INDIRECT COST** (List all appropriate)

General Accounting/Bookkeeping	
Management Overhead (Specify)	
Other (Specify): Business License	\$ 75.00
TOTAL INDIRECT COSTS	\$12.55

TOTAL DIRECT AND INDIRECT COST **\$3,884.10**PROFIT (Please enter percentage:) 6.00% **\$ 233.05****TOTAL MONTHLY COSTS** **\$ 4,117.14**

NOTE: The Total Monthly Unscheduled Work Fund (Sub-paragraph 5.7 in Agreement) Cost is \$175.54, for emergency or expanded services only, which is over and above the Total Monthly Costs of \$4,117.14.

BUDGET SHEET FOR HOUSEKEEPING SERVICES**AT: Burbank Health Center****EXTENSION WITH NEW LIVING WAGE RATE INCREASE****Revised Date****1/6/2012****DIRECT COST (List each staff classification)**

Payroll:	FTE*	Hourly Rate (avg)	Monthly Salary
0	0.00	\$ -	\$ -
Burbank Health Center	0.50	\$ 11.84	\$ 1,030.08
		\$ -	\$ -

Total Salaries and Wages \$ 1,030.08***FTE = Full Time Equivalent Positions**

Employee Benefits	No. of Employees	Monthly Cost per FTE (avg)
Medical Insurance	0.50	\$ -
Holiday Reserve	0.50	\$ 65.08
Vacation & Sick Leave	0.50	\$ 120.56

Total Benefits \$ 92.82**Payroll Taxes (List all appropriate, e.g., FICA, SUI, Worker's Compensation, etc.)**

FICA & MDCR	\$ 85.90
FUTA	\$ 8.98
SUI	\$ 33.69
CGL	\$ 22.46
Worker's Comp	\$ 162.39

Total Payroll Taxes \$ 313.42**Supplies & Services**

Uniforms	\$ 7.69
Paper Supplies	\$ 112.11
Trash Liners	\$ 51.25
Hand Soaps	\$ 49.65
Walk Off Mats	\$ 32.03
Vehicle/Allowance	\$ -
Gas/Oil	\$ -
Startup Equip	\$ -
Equip Repair	\$ 9.38
Equip Depreciation	
Monthly Supplies	\$ 36.42
Trash Removal	\$ 96.09
Pest Control	\$ 49.65
Mop Cleaning	\$ 12.81
Window Cleaning	\$ 66.63

Total Supplies & Services \$ 523.71**TOTAL DIRECT COSTS \$ 1,960.03****INDIRECT COST (List all appropriate)**

General Accounting/Bookkeeping		
Management Overhead (Specify)		
Other (Specify): Business License	\$ 75.00	
TOTAL INDIRECT COSTS		\$6.27

TOTAL DIRECT AND INDIRECT COST \$ 1,966.30PROFIT (Please enter percentage:) 6.00% **\$ 117.98****TOTAL MONTHLY COSTS \$ 2,084.28**

NOTE: The Total Monthly Unscheduled Work Fund (Sub-paragraph 5.7 in Agreement) Cost is \$89.23, for emergency or expanded services only, which is over and above the Total Monthly Costs of \$2,084.28.

BUDGET SHEET FOR HOUSEKEEPING SERVICES

AT: Glendale Health Center

EXTENSION WITH NEW LIVING WAGE RATE INCREASE

Revised Date

1/6/2012

DIRECT COST (List each staff classification)

Payroll:	FTE*	Hourly Rate (avg)	Monthly Salary
0	0.00	\$ -	\$ -
Glendale Health Center	1.00	\$ 11.84	\$ 2,060.16
		\$ -	\$ -

Total Salaries and Wages \$ 2,060.16

*FTE = Full Time Equivalent Positions

Employee Benefits	No. of Employees	Monthly Cost per FTE (avg)
Medical Insurance	1.00	\$ -
Holiday Reserve	1.00	\$ 65.08
Vacation & Sick Leave	1.00	\$ 120.56

Total Benefits \$ 185.64

Payroll Taxes (List all appropriate, e.g., FICA, SUI, Worker's Compensation, etc.)

FICA & MDCR	\$ 171.80
FUTA	\$ 17.97
SUI	\$ 67.37
CGL	\$ 44.92
Worker's Comp	\$ 332.63

Total Payroll Taxes \$ 634.69

Supplies & Services

Uniforms	\$ 15.38
Paper Supplies	\$ 224.22
Trash Liners	\$ 102.50
Hand Soaps	\$ 99.30
Walk Off Mats	\$ 64.06
Vehicle/Allowance	\$ -
Gas/Oil	\$ -
Startup Equip	\$ -
Equip Repair	\$ 18.75
Equip Depreciation	
Monthly Supplies	\$ 72.85
Trash Removal	\$ 192.19
Pest Control	\$ 99.30
Mop Cleaning	\$ 25.63
Window Cleaning	\$ 76.88

Total Supplies & Services \$ 991.06

TOTAL DIRECT COSTS \$ 3,871.55

INDIRECT COST (List all appropriate)

General Accounting/Bookkeeping

Management Overhead (Specify)

Other (Specify): Business License \$ 75.00

TOTAL INDIRECT COSTS \$ 12.55

TOTAL DIRECT AND INDIRECT COST \$ 3,884.10

PROFIT (Please enter percentage:) 6.00% \$ 233.05

TOTAL MONTHLY COSTS \$ 4,117.14

NOTE: The Total Monthly Unscheduled Work Fund (Sub-paragraph 5.7 in Agreement) Cost is \$175.54, for emergency or expanded services only, which is over and above the Total Monthly Costs of \$4,117.14.

BUDGET SHEET FOR HOUSEKEEPING SERVICES**AT: North Hollywood Health Center****EXTENSION WITH NEW LIVING WAGE RATE INCREASE****DIRECT COST (List each staff classification)**

Payroll:	FTE*	Hourly Rate (avg)	Monthly Salary
0	0.00	\$ -	\$ -
North Hollywood Health Cente	0.50	\$ 11.84	\$ 1,030.08
		\$ -	\$ -

Revised Date 1/6/2012

Total Salaries and Wages	\$ 1,030.08
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***FTE = Full Time Equivalent Positions**

Employee Benefits	No. of Employees	Monthly Cost per FTE (avg)
Medical Insurance	0.50	\$ -
Holiday Reserve	0.50	\$ 65.08
Vacation & Sick Leave	0.50	\$ 120.56

Total Benefits	\$ 92.82
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Payroll Taxes (List all appropriate, e.g., FICA, SUI, Worker's Compensation, etc.)

FICA & MDCR	\$ 85.90
FUTA	\$ 8.98
SUI	\$ 33.69
CGL	\$ 22.46
Worker's Comp	\$ 142.07

Total Payroll Taxes	\$ 293.10
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Supplies & Services

Uniforms	\$ 7.68
Paper Supplies	\$ 115.31
Trash Liners	\$ 51.25
Hand Soaps	\$ 51.25
Walk Off Mats	\$ 32.03
Vehicle/Allowance	\$ -
Gas/Oil	\$ -
Startup Equip	\$ -
Equip Repair	\$ 9.61
Equip Depreciation	
Monthly Supplies	\$ 46.70
Trash Removal	\$ 96.09
Pest Control	\$ 51.25
Mop Cleaning	\$ 12.81
Window Cleaning	\$ 61.50

Total Supplies & Services	\$ 535.48
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TOTAL DIRECT COSTS	\$ 1,951.48
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INDIRECT COST (List all appropriate)

General Accounting/Bookkeeping	
Management Overhead (Specify)	
Other (Specify): Business License	\$ 75.00
TOTAL INDIRECT COSTS	\$6.27

TOTAL DIRECT AND INDIRECT COST	\$ 1,957.75
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PROFIT (Please enter percentage:)	6.00%	\$103.22
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TOTAL MONTHLY COSTS	\$ 2,060.97
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NOTE: The Total Monthly Unscheduled Work Fund (Sub-paragraph 5.7 in Agreement) Cost is \$88.96, for emergency or expanded services only, which is over and above the Total Monthly Costs of \$2,060.97.

NOTE: Additional hrs that were added per week in the amount of \$1,249.21 was removed.

BUDGET SHEET FOR HOUSEKEEPING SERVICES**AT: Pacoima Health Center****EXTENSION WITH NEW LIVING WAGE RATE INCREASE**

Revised Date 1/6/2012

DIRECT COST (List each staff classification)

Payroll:	FTE*	Hourly Rate (avg)	Monthly Salary
0	0.00	\$ -	\$ -
Pacoima Health Center	1.00	\$ 11.84	\$ 2,060.16
		\$ -	\$ -

Total Salaries and Wages	\$ 2,060.16
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*FTE = Full Time Equivalent Positions

Employee Benefits	No. of Employees	Monthly Cost per FTE (avg)
Medical Insurance	1.00	\$ -
Holiday Reserve	1.00	\$ 65.08
Vacation & Sick Leave	1.00	\$ 120.56

Total Benefits	\$ 185.64
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Payroll Taxes (List all appropriate, e.g., FICA, SUI, Worker's Compensation, etc.)

FICA & MDCR	\$ 171.80
FUTA	\$ 17.97
SUI	\$ 67.37
CGL	\$ 44.92
Worker's Comp	\$ 324.78

Total Payroll Taxes	\$ 626.84
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Supplies & Services

Uniforms	\$ 15.38
Paper Supplies	\$ 224.22
Trash Liners	\$ 102.50
Hand Soaps	\$ 99.30
Walk Off Mats	\$ 64.06
Vehicle/Allowance	\$ -
Gas/Oil	\$ -
Startup Equip	\$ -
Equip Repair	\$ 18.75
Equip Depreciation	
Monthly Supplies	\$ 72.85
Trash Removal	\$ 192.19
Pest Control	\$ 99.30
Mop Cleaning	\$ 25.63
Window Cleaning	\$ 76.88

Total Supplies & Services	\$ 991.06
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TOTAL DIRECT COSTS	\$ 3,863.70
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INDIRECT COST (List all appropriate)

General Accounting/Bookkeeping	
Management Overhead (Specify)	
Other (Specify): Business License	\$ 75.00
TOTAL INDIRECT COSTS	\$12.55

TOTAL DIRECT AND INDIRECT COST	\$ 3,876.25
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PROFIT (Please enter percentage:)	6.00%	\$ 232.57
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TOTAL MONTHLY COSTS	\$ 4,108.82
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NOTE: The Total Monthly Unscheduled Work Fund (Sub-paragraph 5.7 in Agreement) Cost is \$175.54, for emergency or expanded services only, which is over and above the Total Monthly Costs of \$4,108.82.

**COUNTY OF LOS ANGELES – DEPARTMENT OF HEALTH SERVICES
HOUSEKEEPING SERVICES AGREEMENT**

Amendment No. 11

This Amendment is made and entered into this 7th day of February, 2012 by and between the COUNTY OF LOS ANGELES (hereafter "County"), and SERVICON SYSTEMS, INC. (hereafter "Contractor").

WHEREAS, on August 10, 2004, the County of Los Angeles and Pedus Service, entered into Agreement No. 75055 to provide Housekeeping Services at Harbor UCLA Medical Center, and Long Beach Comprehensive Health Center; and

WHEREAS, on March 21, 2006, the County of Los Angeles approved Amendment No. 1 to add housekeeping services at the Lomita Family Health Center and increase housekeeping services for Harbor-UCLA Medical Center's Urgent Care Clinic and increase parking lot sweeping services; and

WHEREAS, on November 21, 2006, the County of Los Angeles approved Amendment No. 2 to assign the rights of the Agreement with Pedus Service to Servicon Systems, Inc.; and

WHEREAS, on August 25, 2009, the Director exercised delegated authority as provided in Paragraph 8.4, CHANGE NOTICES AND AMENDMENTS, to approve Amendment No. 3 to extend the term of Agreement No. 75055 on a month-to-month basis for six (6) months; and

WHEREAS, on February 16, 2010, the County of Los Angeles approved Amendment No. 4 to extend the term of Agreement No. 75055 for six (6) months; and Authorize the Interim Director of Health Services, or his designee, to extend all four Agreements on a month-to-month basis for up to three months; and

WHEREAS, on September 1, 2010, the Director exercised delegated authority as provided in Paragraph 8.4, CHANGE NOTICES AND AMENDMENTS, to approve Amendment No. 5 to extend the term of Agreement No. 75055 for three (3) months; and

WHEREAS, on November 9, 2010, the County of Los Angeles approved Amendment No. 6 to extend the term of Agreement No. 75055 for three (3) months; and Authorize the Interim Director of Health Services, or his designee, to extend all four Agreements on a month-to-month basis for up to three months; and

WHEREAS, on March 1, 2011, the Director exercised delegated authority as provided in Paragraph 8.4, CHANGE NOTICES AND AMENDMENTS, to approve Amendment No. 7 to extend the term of Agreement No. 75055 for three (3) months; and

WHEREAS, on May 24, 2011, the County of Los Angeles approved Amendment No. 8 to extend the term of Agreement No. 75055 for three (3) months; and Authorize the Director of Health Services, or his designee, to extend this Agreement on a month-to-month basis for up to three months; and

WHEREAS, on September 1, 2011, the Director exercised delegated authority as provided in Paragraph 8.4, CHANGE NOTICES AND AMENDMENTS, to approve Amendment No. 9 to extend the term of Agreement No. 75055 for three (3) months; and

WHEREAS, on November 15, 2011, the County of Los Angeles approved Amendment No. 10 to extend the term of Agreement No. 75055 for three (3) months; and

WHEREAS, Agreement provides that changes in accordance to Paragraph 8.4, CHANGE NOTICES AND AMENDMENTS may be made in the form of an Amendment which is formally approved and executed by the parties.

NOW, THEREFORE, the parties agree as follows:

1. This Amendment shall become effective upon approval by the Board of Supervisors.
2. This Agreement is hereby amended to add Subparagraph 4.9 in Paragraph 4.0, Term of Contract as follows:

“4.9 The term of this Contract is extended for an additional six (6) months for the period from March 1, 2012 to August 31, 2012, unless sooner terminated or extended, in whole or in part, as provided in this Contract.

3. The Agreement is hereby amended to add Subparagraphs 5.1.8 in Paragraph 5.0, Contract Sum, as follows:

“5.1.8 For the six (6) month period from March 1, 2012, through August 31, 2012, the Monthly Contract Sum shall not exceed \$578,636.67 as shown in the Exhibit Budget Summary and Exhibits B-1c, B-2a, and B-3. The 5% monthly Unscheduled Work Fund for each corresponding month shall be an additional \$19,218.30, for a total Maximum Monthly Contract Sum of \$597,854.97.

4. The Agreement is hereby amended to delete Paragraph 5.7, Unscheduled Work Fund in its entirety and replace it as follows:

“In addition to the Monthly Contract Sum set forth above, there shall be a monthly unscheduled work fund of up to 5% of the original Contract amount at time of Board approval, equaling \$19,218.30 per month for emergency or expanded coverage. Use of the unscheduled work funds shall be for Unscheduled Work as follows:

5.7.1 Emergency” is defined as a situation wherein an immediate or quick response is necessary to prevent or lessen injury to

persons or property, e.g., earthquake, broken pipes, and time are critical factors.

5.7.2 Expanded” is defined as an unforeseen increase in the need for services, which does not substantially change the amount of scope of coverage, e.g., lengthening of office hours, set forth herein.

5.7.3 In both cases, use of the unscheduled work funds must be authorized in writing by County’s Project Director, upon prior approval as required in Sub-paragraph 3.8 – Unscheduled Work. In no event shall any annual total expenditure exceed the Contract Sum plus the Unscheduled Work Fund without prior express approval of County’s Board of Supervisors.

5.7.4 The Contractor shall invoice the County for the amounts agreed to between County and Contractor for the Unscheduled Work at the straight time or overtime rate, as applicable. The County must approve the services delivered by the Contractor. If the County does not approve in writing, no payment shall be due to the Contractor.”

5. This Agreement is hereby amended to delete Exhibit Budget Summary in its entirety and replace it with Exhibit Budget Summary dated 1-18-12.
6. This Agreement is hereby amended to delete Exhibits B-1c, B-2a, B-3, Budget Sheets for Housekeeping Services in its entirety and replace it with Exhibit B-1c, B-2a, B-3, Budget Sheets for Housekeeping Services dated 1-18-12.
7. Exhibit Budget Summary and Exhibits B-1c, B-2a, and B-3 is attached hereto and incorporated herein by reference.
8. Except for the changes set forth hereinabove, Agreement shall not be changed in any respect by this Amendment.

IN WITNESS WHEREOF, the Board of Supervisors of the County of Los Angeles has caused this Amendment to be executed by its Chairman and Contractor has caused this Amendment to be executed in its behalf by its duly authorized officer, the day, month, and year first above written.

I hereby certify that pursuant to Section 26163 of the Government Code, delivery of this document has been made.

SACHI A. HAMAI
Executive Officer
Clerk of the Board of Supervisors

By Benjamin Zarola
Deputy



ATTEST:
SACHI A. HAMAI
Executive Officer of the
Board of Supervisors of
The County of Los Angeles

ATTEST: SACHI A. HAMAI
EXECUTIVE OFFICER
CLERK OF THE BOARD OF SUPERVISORS

By Benjamin Zarola, Deputy

APPROVED AS TO FORM:

Andrea Sheridan Ordin
County Counsel

By Sharon Reichman
SHARON REICHMAN
Principal Deputy County Counsel

COUNTY OF LOS ANGELES

By: [Signature]
Chairman, Board of Supervisors

CONTRACTOR

SERVICON SYSTEMS, INC.

By: Richard Mahdavian
Signature

RICHARD MAHDESIAN
Printed Name

1-20-12
Title

ADOPTED
BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

22 FEB 7 2012

Sachi A. Hamai
SACHI A. HAMAI
EXECUTIVE OFFICER

HOUSEKEEPING SERVICES EXTENSION FOR AGREEMENT #75055
SIX MONTHS (MARCH 1, 2012 - AUGUST 31, 2012)
BDGT SUMM DETAIL BY FACILITY
INCLUDES NEW LIVING WAGE RATE INCREASE AND STAFF

EXHIBIT-BUDGET SUMMARY
Revised Date: 1/18/12

75055 - GROUP 3				
	Harbor-UCLA MC	Long Beach CHC	Lomita Family HC	Totals
Monthly Base Amount by Facility	\$483,219.43	\$17,332.47	\$6,882.47	\$507,434.37
Monthly Base 5% Unscheduled Work Fund by Facility	\$18,200.36	\$726.45	\$291.49	\$19,218.30
Total Cost for 1 Month Plus 5% Unscheduled Work				\$526,652.67
Total Cost for 6 Months				\$3,044,606.22
Total Cost for 6 Months of the 5% Unscheduled Work				\$115,309.80
Total Cost for 6 Months Plus 5% Unscheduled Work				\$3,159,916.02

**REQUIRED FORMS - ATTACHMENT Q
BUDGET SHEET FOR HOUSEKEEPING SERVICES**

Exhibit B-1c

AT: Harbor UCLA

EXTENSION WITH NEW LIVING WAGE RATE INCREASE ONLY

Payroll:	FTE*	Hourly Rate (avg)	Monthly Salary	
Director & Associate	2.00	\$ 31.25	\$ 10,875.00	
Supervisors	8.00	\$ 15.30	\$ 21,297.60	
Admin	1.00	\$ 12.60	\$ 2,192.40	
Housekeepers AM	68.40	\$ 11.99	\$ 142,700.18	
Housekeepers PM	30.00	\$ 12.49	\$ 65,197.80	
Housekeeper GY	23.00	\$ 12.89	\$ 51,585.78	
		\$ -	\$ -	
			\$ -	
	132.40		Total Salaries and Wages	\$293,848.76

**Revised Date
1/18/2012**

***FTE = Full Time Equivalent Positions**

Employee Benefits	No. of Employees	Monthly Cost per FTE (avg)	
Medical Insurance	11.00	\$ 2,068.00	
Holiday Reserve	3.24%	\$ 9,526.91	
Vacation & Sick Leave	14.92%	\$ 43,842.24	
			Total Benefits
			\$ 55,437.14

Payroll Taxes (List all appropriate, e.g., FICA, SUI, Worker's Compensation, etc.)

FICA & MDCR	7.65%	\$ 26,720.37	
FUTA	1.00%	\$ 3,492.86	
SUI	1.35%	\$ 4,715.36	
CGL	2.00%	\$ 6,985.72	
Worker's Comp	12.86%	\$44,918.17	
	24.86%	Total Payroll Taxes	\$ 86,832.48

Supplies & Services

Uniforms	\$ 1,178.00	
Paper Supplies		
Trash Liners	\$ -	
Hand Soaps	\$ -	
Walk Off Mats	\$ -	
Vehicle/Allowance	\$ 2,858.00	
Gas/Oil		
Startup Equip		
Equip Repair	\$ 153.75	
Equip Depreciation		
Monthly Supplies	\$ 7,280.00	
Trash Removal	\$ 3,843.75	
Compactor and Bailer Rental	\$ 1,344.00	
Pest Control	\$ 492.00	
Mop Cleaning	\$ 512.50	
Parking Lotr Sweeping	\$ 1,780.00	
Window Cleaning	\$ 307.00	
		Total Supplies & Services
		\$ 19,749.00
		TOTAL DIRECT COSTS
		\$ 455,867.39

General Accounting/Bookkeeping, Mgt. Medical Insurance,
Physical/ Back Ground, Training and Management Overhead.
Bussines Licence

TOTAL INDIRECT COSTS	
	\$ 455,867.39
	\$ 27,352.04
	\$ 483,219.43

PROFIT (Please enter percentage:) 6.00%

NOTE: The Total Monthly Unscheduled Work Fund (Sub-paragraph 5.7 in Agreement) Cost is \$18,200.36, for emergency or expanded services only, which is over and above the Total Monthly Costs of \$483,219.43.

NOTE: Since Exhibit B-1b, additional Cost for the transportation of trash from old loading dock to new loading dock (monthly amount includes 5 full time employees and the lease of truck)

BUDGET SHEET FOR HOUSEKEEPING SERVICES**AT: Long Beach Comp. Health Center****EXTENSION WITH NEW LIVING WAGE RATE INCREASE****DIRECT COST (List each staff classification)**

Payroll:	FTE*	Hourly Rate (avg)	Monthly Salary
0	0.00	\$ -	\$ -
0	0.00	\$ -	\$ -
0	0.00	\$ -	\$ -
Day Porter	2.00	\$ 11.84	\$ 4,120.32
Cleaners	2.40	\$ 12.34	\$ 5,153.18

Revised Date 1/18/2012

Total Salaries and Wages	\$ 9,273.50
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*FTE = Full Time Equivalent Positions

Employee Benefits	No. of Employees	Monthly Cost per FTE (avg)
Medical Insurance	4.40	\$ -
Holiday Reserve	4.40	\$ 32.62
Vacation & Sick Leave	4.40	\$ 57.07

Total Benefits	\$ 394.64
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Payroll Taxes (List all appropriate, e.g., FICA, SUI, Worker's Compensation, etc.)

FICA & MDCR	\$ 739.61
FUTA	\$ 77.35
SUI	\$ 290.04
CGL	\$ 241.70
Worker's Comp	\$ 1,079.95

Total Payroll Taxes	\$ 2,428.66
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Supplies & Services

Uniforms	\$ 45.10
Paper Supplies	\$1,537.50
Trash Liners	\$ 256.25
Hand Soaps	\$205.00
Walk Off Mats	\$ 205.00
Vehicle/Allowance	\$0.00
Gas/Oil	\$ -
Startup Equip	\$0.00
Equip Repair	\$ 36.08
Equip Depreciation	\$ 519.28
Monthly Supplies	\$871.25
Trash Removal	\$246.00
Pest Control	\$ 51.25
Mop Cleaning	\$ 179.38
Window Cleaning	

Total Supplies & Services	\$ 4,152.09
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TOTAL DIRECT COSTS	\$ 16,248.89
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INDIRECT COST (List all appropriate)

General Accounting/Bookkeeping
Management Overhead (Specify)
Other (Specify): Business License

\$ 100.00	
TOTAL INDIRECT COSTS	\$102.50

TOTAL DIRECT AND INDIRECT COST	\$ 16,351.39
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PROFIT (Please enter percentage:)	6.00%	\$ 981.08
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TOTAL MONTHLY COSTS	\$ 17,332.47
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NOTE: The Total Monthly Unscheduled Work Fund (Sub-paragraph 5.7 in Agreement) Cost is \$726.45, for emergency or expanded services only, which is over and above the Total Monthly Costs of \$17,332.47.

REQUIRED FORMS - ATTACHMENT Q

BUDGET SHEET FOR HOUSEKEEPING SERVICES

AT: Lomita Family HC

EXTENSION WITH NEW LIVING WAGE RATE INCREASE

Payroll:	FTE*	Hourly Rate (avg)	Monthly Salary	
Day Porter	1.00	\$ 11.84	\$ 2,060.16	<div>Revised Date</div> <div>1/18/2012</div>
PM Cleaner	1.00	\$ 12.34	\$ 2,147.16	
			\$ -	
	2.00		Total Salaries and Wages	\$4,207.32

*FTE = Full Time Equivalent Positions

Employee Benefits	No. of Employees	Monthly Cost per FTE (avg)	
Medical Insurance	2.00	\$ -	
Holiday Reserve	2.44%	\$ 102.62	
Vacation & Sick Leave	8.00%	\$ 336.59	
		Total Benefits	\$ 439.20

Payroll Taxes (List all appropriate, e.g., FICA, SUI, Worker's Compensation, etc.)

FICA & MDCR	7.65%	\$ 355.48	
FUTA	0.80%	\$ 37.17	
SUI	3.00%	\$ 139.40	
CGL	2.50%	\$ 116.16	
Worker's Comp	14.05%	\$652.84	
	28.00%	Total Payroll Taxes	\$ 1,301.05

Supplies & Services

Uniforms	\$ 20.00	
Paper Supplies		
Trash Liners	\$ -	
Hand Soaps	\$ -	
Walk Off Mats	\$ -	
Vehicle/Allowance	\$ -	
Gas/Oil	\$ -	
Startup Equip	\$ 72.00	
Equip Repair	\$ -	
Equip Depreciation	\$ 78.93	
Monthly Supplies	\$ 305.93	
Trash Removal	\$ -	
Compactor and Bailer Rental	\$ -	
Pest Control	\$ -	
Mop Cleaning	\$ -	
Parking Lotr Sweeping	\$ -	
Window Cleaning	\$ -	
	Total Supplies & Services	\$ 476.86

TOTAL DIRECT COSTS **\$ 6,424.43**

General Accounting/Bookkeeping, Mgt. Medical Insurance,
Physical/ Back Ground, Training and Management Overhead.
Bussines Licence

	\$95.60	
TOTAL INDIRECT COSTS	\$95.60	
	\$ 6,520.03	
	\$ 362.44	
	\$ 6,882.47	

PROFIT (Please enter percentage:) 6%

Note: The Total Monthly Unscheduled Work Fund (Sub-paragraph 5.7 in Agreement) Cost is \$291.49, for emergency or expanded servies only, which is over and above the Total Monthly Costs of \$6,882.47.